

JOB DESCRIPTION

JOB TITLE: Public Health Nurse II

GRADE: 19

JOB CODE: 2131

EST. DATE: 7-1-06

General Function: The classification of Public Health Nurse II is characterized by the responsibility for conducting communicable and preventative disease case finding investigations for the purpose of preventing and controlling diseases and disabling conditions and the promotion and maintenance of health of populations. Such positions also provide generalized and comprehensive public counseling to individuals and groups in the clinic and community settings. Working independently within agency guidelines, incumbents in this classification apply a variety of technical, interpersonal, analytical, and organizational skills to problems of health, as they affect clients, families, and the community.

COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES

Assesses the health status of individuals groups and populations through analysis of data collected from clients, families, medical practitioners, community service agencies, schools, and appropriate surveys to identify at-risk populations.

Analyzes health status assessments and participates in the development of policies and plans to address the health services and program needs of the targeted population.

Participates in agency initiatives that address specific at-risk target populations, public health disease prevention and health promotion strategies.

Participates in the development or refinement of health department policies and plans. Participates in continuous review and improvement of health department policies and plans to prioritize and address the health needs of targeted populations. Serves as advocate for at-risk or high-risk population groups.

Provides or assists in providing a variety of Public Health Nursing services such as family planning, pre and postnatal care, communicable diseases and other health conditions in the clinic, home or other community settings to particular at-risk or high-risk populations or populations with limited access to care

Interviews client and/or family. Conducts physical assessment according to agency and PHPR protocol. Collects health history and data regarding current health status and life situations. Assesses the physical, psychological, and health care needs of individual clients or families as part of a population group.

Counsels individual clients and/or families regarding disease prevention/treatment, health maintenance and promotion in order to enhance the individual's ability to

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recognize the need for and to seek treatment to meet health care needs. Identifies cultural, social, and behavioral factors that impact delivery of services. Assesses eligibility for health department programs, as appropriate.

Documents individual and/or family services in client record(s), reflecting medical history, examinations, tests performed, symptoms, and other patient information according to agency protocol and policy. (P.S.R.S.)

Provides referral of clients to appropriate services that are available and acceptable to members of a particular population.

Provides professional nursing services for various public health programs according to agency policy and standardized procedure including family planning, pre and postnatal care, well child assessments, immunizations, HIV, STD, etc.

Participates or conducts health education instruction and/or classes to individuals, families, community and service groups, industry and business for the promotion and maintenance of health. Assists with problem-solving skills. Interprets department programs, policies and resources. Participates in implementation of emergency response plans.

Instructs/advises and mentors new staff in the policies, practices and procedures of the agency, as related to public health nursing.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

SUPERVISION RECEIVED: Receives moderate supervision by the nursing supervisor. Functions with increasing independence with readily available access to supervisor.

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SUPERVISION EXERCISED: May supervise LHNs, LPNs, unlicensed assistive personnel, and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

JOB SPECIFICATIONS

Knowledge:

- Considerable knowledge of the purpose and role of public health nursing and core public health functions within a health care system.
- Knowledge of information management systems and statistics to access, analyze and present accurate health status information.
- Considerable knowledge of environmental risk factors, environmental assessment mechanisms and communication of risk factors.
- Thorough knowledge of the principles and practices of Public Health Nursing applicable to the assessment, promotion, and maintenance of the health of at-risk individuals, families and the community.
- Knowledge of the role of various community health care providers, social service, and advocacy agencies within the community.
- Knowledge of demographic, biostatistical and data collection methods utilized in evaluating public health needs and problems.

Skills:

- Managing a caseload and establishing priorities for case management, treatment, and referrals.
- Preparing clear, complete and accurate documentation, reports and other written correspondence.
- Applying the principles of epidemiology to a wide variety of social and health problems.
- Communicating clear and accurate information regarding clients to physicians, health procedures and other health team members
- Following up on recommended treatment plans to ensure effective resolution of health and related problems.
- Interpreting data collected from individual community assessments to determine health status and share with policymakers.

Abilities:

- Ability to establish and maintain effective working relationships with associates, clients, community groups and other public and private agencies.
- Ability to perform assessments of health status determining the need for and level of nursing and/or medical care for clients, family and other population groups.
- Ability to communicate effectively verbally and in writing.

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- Ability to collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Ability to maintain accurate records and document actions taken.
- Ability to deal with clients of various socio-economic backgrounds and temperament.
- Ability to perform, provide and document public health services in a clinic setting using the nursing process of assessment, planning and evaluation with minimal direct supervision.
- Ability to learn core computer skills to do word processing and query management information.
- Ability to exercise independent judgment.
- Ability to participate as an active member of the public health team.
- Ability to remain flexible and function independently within a structured environment.
- Ability to assist with the presentation of public health initiatives and agency programs in public forums.
- Ability to apply leadership skills to facilitate the accomplishments of essential public health services.
- Ability to apply principles of cultural diversity and group and organizational behavior to effectively facilitate teams and coalitions around the issues of public health concern.
- Ability to apply the nursing process and system theory to the principles and practices of public health nursing.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Current active registered nurse license from the Kentucky Board of Nursing

Bachelor's Degree in nursing (BSN) from an accredited college or university.

One (1) year LHD experience: and Has completed the required LHD programmatic trainings as assigned and indicated in their position description and successfully demonstrated competencies.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.